

MEMORANDUM FOR: Acting Chief, DPD-DD/P

**SUBJECT : After Hours Access to DPD**

1. The point made by the Acting Chief, DPD, in his memorandum dated 10 March 1961, to the effect that there did not appear to be sufficient justification for allowing Communications personnel to be exempted from the requirement that when they work after normal duty hours that they sign in on the log maintained by the Guard, is well made.

2. I have looked into this matter further and have been informed by [redacted] Physical Security Division, Office of Security, that this exception to the standard Security requirement that all personnel working in Agency buildings outside of the normal work week sign in on such a log was waived for Commo personnel as a result of one particular situation. This situation involved a location in the Agency wherein a large staff of communicators found it necessary to sign out at a particular hour during the night. This resulted in a line of several individuals waiting their turn to sign in the Guard roster. A senior official of the Agency (not Commo) was inconvenienced by having to wait on this long line. A complaint was registered and, subsequently, Commo personnel in this category received dispensation from the sign-in requirement, [redacted] [redacted] was an indication of the fact that they were exempted from this requirement.

3. It is apparent that no such situation exists in the  
DPD. It is felt that the sign-in requirement is a most desirable  
security practice.

4. In view of the above, this office concurs in the position set forth by the Acting Chief, DPD, and the Acting Chief, Communications Staff, DPD, will be informed that unless a substantive reason is presented to justify a waiver to the sign-in requirement for DPD Commo personnel, they will have to abide by the standard requirement in this regard.

Chief, Security Branch  
DPD-DD/P